



You make the difference...

Please complete in black ink

<p>Job Application</p> <p>Job Reference Number:</p> <p>Job Title:</p> <p>Directorate:</p> <p>Service/Location:</p> <p>Please note all jobs are open to job share unless otherwise stated</p>	<p>Return Address:</p> <p>Mr Paul Griffin Headteacher Park Hill Primary School Lower Eastern Green Lane COVENTRY CV5 7LR</p>
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Personal Details – Please complete this section in capital letters

Title: Mr/Mrs/Miss/Ms

Last name:.....Title.....First Name(s).....

Address:.....

.....

Post Code:.....

Home Telephone Number:.....Mobile Telephone Number:.....

Other Contact Number:.....

E-mail Address.....

Current Employment Status

Employed Unemployed Redeployee New Deal

Are you eligible to work in the UK? Yes No National Insurance Number:

<p>First Reference (Current or last employer):</p> <p>Name and address:</p> <p>Telephone No:</p> <p>E-mail Address:</p> <p>In what capacity do they know you?</p> <p>If known by another name please state:</p> <p>Can we take up references without contacting you beforehand? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Second Reference:</p> <p>Name and address:</p> <p>Telephone No:</p> <p>E-mail Address:</p> <p>In what capacity do they know you?</p> <p>If known by another name please state:</p> <p>Can we take up references without contacting you beforehand? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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How many working days have you lost due to sickness absence over the last 2 years?

Driving Licence – Only complete this if a driving licence is required for the job.

Do you have a full current driving licence? YES/NO

Do you have the use of a car? YES/NO

What type of licence do you hold? (List entitlement/category codes).....

<p>Current or Last Occupation Name and address of current/last employer:</p>	<p>Job Title: Date Appointed: Notice Required: Present or last Salary:</p>
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Please give details of all jobs held, including paid and unpaid work, up to a minimum of 10 years, starting with your current and most recent post.

Date from:	Date to:	Employer/Organisation	Job Held	Salary/Grade	Reason for Leaving

Please state if you are a member of a particular institute or registered body relevant to the post applied for.

Educational/Training and Academic qualifications (only if relevant to the requirements on the Person Specification). Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Level	School/College/University	Subject/Course Title	Result

Personal Statement

Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

[Empty box for writing the personal statement]

P.T.O.

Personal Statement (continued)

Please continue on a separate sheet if necessary.

Working Time Directive - Are you intending to hold additional jobs? YES/NO

If yes, please state the number of hours you will be working in other jobs in this box
This information is required to ensure we comply with Working Time Regulations.

Are you related to any Councillors or employees of Coventry City Council? YES/NO

If YES, please state name(s), relationship(s) and position(s)

Rehabilitation of Offenders and Criminal Records Disclosure – Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure. Criminal records will be taken into account only when a conviction is relevant to the post you are applying for.

Disability – The City Council welcomes applications from disabled people. This means that the City Council is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO
If YES would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job? YES/NO

PLEASE READ CAREFULLY - Data Protection Act 1998 - The personal data that you provide will be used in connection with your application for vacancies at the Council. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates application forms will be destroyed after 6 months.

Signature – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the City Council, either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

06/12/799b



...We're behind you all the way



You make the difference...

Please complete in black ink

1) Equal Opportunities Monitoring Form

Confidential

Coventry City Council is committed to equal opportunities in employment and service delivery. To help use do this, all applicants are required to complete this form. This will not be given to the selection panel.

We will not discriminate on the grounds of age, disability or impairment, employment status, gender, gender reassignment, home address, marital status, nationality, national origin, race, religious belief, responsibility for dependents, sexual orientation or trade union membership.

If you require these forms in a different format, please contact the Recruitment Team.

Tape

Large Print

E-mail

Braille

Job Ref:	Job Title:
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Gender		DD MM YYYY							
Please tick:	<input type="checkbox"/> Male 1	<input type="checkbox"/> Female 2	Date of Birth						
			<table border="1" style="display:inline-table; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> </tr> <tr> <td style="text-align:center; font-size:8px;">3 4</td> <td style="text-align:center; font-size:8px;">5 6</td> <td style="text-align:center; font-size:8px;">7 8 9 10</td> </tr> </table>				3 4	5 6	7 8 9 10
3 4	5 6	7 8 9 10							

Ethnic Group (These groups are from the 2001 National Census)			
1) Choose one section from a) to e).		2) Then select the box that best describes your cultural or ethnic background.	
3) If you select the last box within any category, please detail your ethnicity in the space provided underneath.			
a) White British <input type="checkbox"/> 11 Irish <input type="checkbox"/> 12 Any other white background <input type="checkbox"/> 13 Please state	b) Mixed White and Black Caribbean <input type="checkbox"/> 14 White and Black African <input type="checkbox"/> 15 White and Asian <input type="checkbox"/> 16 Any other mixed background. Please state <input type="checkbox"/> 17	c) Asian or Asian British Indian <input type="checkbox"/> 18 Pakistani <input type="checkbox"/> 19 Bangladeshi <input type="checkbox"/> 20 Any other Asian background. Please state. <input type="checkbox"/> 21	d) Black or Black British Caribbean <input type="checkbox"/> 22 African <input type="checkbox"/> 23 Any other black background. Please state. <input type="checkbox"/> 24
		e) Chinese or other ethnic group Chinese <input type="checkbox"/> 25 Any other Please state. <input type="checkbox"/> 26	

2) Disability Discrimination Act 1995

The Council is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995. This information is also important in monitoring the success of Council policies and initiatives that aim to attract more applications from people with disabilities.

- The Disability Discrimination Act 1995 protects people who:
 - have an impairment
 - are disabled
 - have long-term health conditions

This is providing that this has a "substantial and long term* adverse effect on a person's ability to carry out normal day-to-day activities".

* Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

Disability Discrimination Act	
Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995? Yes	<input type="checkbox"/> 27 No <input type="checkbox"/> 28

Media: Where did you find out about this vacancy?					
School/College/Careers Service	<input type="checkbox"/>	29	Job Opportunities Circular	<input type="checkbox"/>	34
Job Centre	<input type="checkbox"/>	30	Website	<input type="checkbox"/>	35
Advertisement *	<input type="checkbox"/>	31	Recruitment Event	<input type="checkbox"/>	36
Casual Enquiry	<input type="checkbox"/>	32	Open Day	<input type="checkbox"/>	37
Information from existing employee	<input type="checkbox"/>	33			
* Please specify where the advert was seen					

PLEASE READ CAREFULLY - Data Protection Act 1998

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Signature:

Date:

Helpful reminder for when you are completing your application form

Action	✓
1. Have you completed the form in black ink/type?	
2. Have you completed the form in full?	
3. Have you asked someone to check your form for errors?	
4. Have you demonstrated with examples of how you meet the criteria asked for at the application form stage?	
5. If you are posting your form have you checked that you have the correct postage?	

Benefits of working for Coventry City Council

A final salary pension scheme (death in service sum of 2 times final pay)

An occupational health service offering free health checks, confidential counselling and advice

Car loan schemes available at competitive rates of interest

A commitment to at least 3 days training per year for each employee

Flexible working hours for most office based employees

Subsidised childcare scheme subject to household income criteria

Childcare Voucher Salary Sacrifice Scheme (tax/NI savings when paying for registered childcare)

Interest free loans for Travel Cards

Discounted insurance and various discounts at local retail outlets, fitness centres etc

We are a large employer with varied and interesting jobs, our career pathways provide good opportunities to build a career

06/12/799c



...We're behind you all the way